

- ANNOUNCEMENT -

CITY OF LONG BEACH

REQUEST FOR QUALIFICATIONS

URBAN DESIGN SERVICES FOR
THE CIVIC CENTER VISIONING STUDY

The City of Long Beach (City) has issued a Request For Qualifications (RFQ) to solicit the services of highly-qualified urban design professionals to provide urban design services for the City's Civic Center Visioning Study. The purpose of the Civic Center Visioning Study is to create a shared vision for the City in addressing the issues, challenges, and opportunities of its Civic Center including the proposed new County Courthouse. The City seeks the services of an urban design professional to work with City Management and the Visioning Team. The selected urban design professional will work as part of the Visioning Team to contribute expertise specific and unique to the urban design profession to assist in developing space needs at a conceptual level, evaluating site conditions and developing multiple options for redevelopment.

Copies of the RFQ may be obtained Monday through Friday 8:00 a.m. to 4:30 p.m. beginning Monday, April 3, 2006, at the City of Long Beach Community Development Department, 333 West Ocean Boulevard, 3rd Floor, Long Beach, CA, or by contacting Johnny M. Vallejo at (562) 570-6792 to obtain a copy by fax. Qualifications should be submitted by 4:00 p.m., Monday, April 10, 2006 to: Project Development Bureau, Attn: Johnny M. Vallejo, 333 West Ocean Boulevard, 3rd Floor, Long Beach, CA 90802, Re: Urban Design Services.

CITY OF LONG BEACH
REQUEST FOR QUALIFICATIONS
URBAN DESIGN SERVICES FOR
THE CIVIC CENTER VISIONING STUDY

The City of Long Beach (City) is issuing this Request For Qualifications for Urban Design Services for the Civic Center Visioning Study. The purpose of the Civic Center Visioning Study is to create a shared vision for the City in addressing the issues, challenges, and opportunities of its Civic Center including the proposed new County Courthouse. The City seeks the services of an urban design professional to work with City Management and the Visioning Team. The selected urban design professional will work as part of the Visioning Team to contribute expertise specific and unique to the urban design profession to assist in developing space needs at a conceptual level, evaluating site conditions and developing multiple options for redevelopment.

Urban design services are essential to this comprehensive study. Therefore, this RFQ seeks to solicit those firms and professionals with the greatest degree of expertise in the area of civic buildings and public uses. Additionally, those firms or professionals demonstrating the highest quality experiences will receive greatest consideration.

MINIMUM QUALIFICATIONS

1. Urban design experience related to civic centers and public uses.
2. Experience working for local or state governmental agencies.
3. Demonstration of high quality work product, and ability to provide work on a timely basis.

SUBMISSION REQUIREMENTS

All firms/individuals responding to the RFQ must submit a Statement of Qualifications containing the following information:

1. Letter of Transmittal – Cover letter providing a brief summary of experience relating to the minimum qualifications.
2. Organization – Description of the firm's/individual's expertise, history and depth of experience. Include the following:
 - a. Years of experience relating to the minimum qualifications;
 - b. Number of full-time employees;

- c. Organizational structure (corporation, partnership, sole proprietorship, etc.); and
 - d. List of persons authorized to negotiate on behalf of firm.
- 3. Key Staff Identification – Identify and include qualifications of each principal partner, associate and consultant who will have primary responsibility for the project. Briefly identify and describe qualifications of all other professional staff that will be involved.
- 4. Experience – Provide detailed descriptions of the three most relevant and recent projects completed. For each project, include the following:
 - a. Project name, location and date completed;
 - b. Project size and scope of urban design work;
 - c. Rendering (color preferably) of final project design; and
 - d. Client and/or public agency reference (name, title, and telephone number).

Qualifications must be submitted via hard copy. Submit two copies. All submissions must be prepared in an 8 ½" x 11" format using 12-point font size for the text. Materials submitted will not be returned and will not be considered confidential.

INSURANCE REQUIREMENTS

Concurrent with the execution of an agreement resulting from this RFQ (Agreement) and as a condition precedent, the chosen urban design firm/individual (Consultant) shall procure and maintain the following insurance at Consultant's sole expense for the duration of such Agreement, including any extensions or renewals, from insurance companies that are authorized to write insurance in the State of California or from excess or surplus line insurers or insurers that are authorized to transact insurance in the State of California by federal law and that have ratings of or equivalent to A:VIII by A.M. Best Company:

- (a) Commercial general liability insurance equivalent in scope to ISO form CG 00 01 11 85 or 10 93 in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in general aggregate. Such insurance shall not exclude or limit coverage for broad form contractual liability, cross liability protection, independent contractors liability, or products and completed operations liability. The City of Long Beach, its officials, employees, and agents shall be named as additional insureds by endorsement equivalent in scope to ISO form CG 20 10 11 85, and this coverage shall contain no limitations on the scope of protection afforded to the City, its officials, employees, and agents.
- (b) Commercial automobile liability insurance equivalent in scope to CA 00 01 06 92 in an amount not less than Five Hundred Thousand Dollars (\$500,000) combined single limit per accident for bodily injury and property damage covering Symbol 1 ("Any Auto").

(c) Professional liability or errors and omissions liability insurance in an amount not less than One Million Dollars (\$1,000,000) per claim and in aggregate covering the services provided pursuant to this Agreement.

(d) Workers' compensation insurance as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (\$1,000,000) per accident.

Any self-insurance program, self-insured retention or deductible must be approved separately in writing by City's Risk Manager or designee and shall protect the City, its officials, employees, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained such self-insurance or deductible provisions.

Each insurance required hereunder shall be separately endorsed to provide that coverage shall not be canceled, nonrenewed, or materially changed in coverage or limits (other than exhaustion of limits by paid claims) except after thirty (30) days prior written notice to City (ten (10) days prior written notice for cancellation due to nonpayment of premium is acceptable).

Each insurance required hereunder shall also be separately endorsed to provide that coverage shall be primary and not contributing to any other insurance or self-insurance maintained by the City, its officials, employees, or agents.

Consultant shall require any subconsultant or subcontractor that Consultant may use in the performance of this Agreement to maintain insurance in compliance with the provisions of this section, unless City's Risk Manager or designee otherwise agree in writing.

Prior to the commencement of this Agreement, Consultant shall deliver to City certificates of insurance and the endorsements required hereunder for approval as to sufficiency and form, including the certificates of insurance and endorsements of any subconsultant or subcontractor to Consultant. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. In addition, Consultant shall, within at least thirty (30) days of expiration of such policies, furnish the City with certificates of insurance and endorsements evidencing renewal of the insurance required herein, including the insurance of any subconsultants and subcontractors to Consultant. City reserves the right to require complete certified copies of all said policies at any time, including the policies of any subconsultants and subcontractors to Consultant.

Such insurance as required herein shall not be deemed to limit Consultant's liability relating to performance under this Agreement. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification and hold harmless provisions of this Agreement.

City makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover Consultant's liability or obligations under this Agreement.

Any modification or waiver of the insurance requirements herein shall be made only with the written approval of the City's Risk Manager or designee.

These requirements may be modified at the sole discretion of the City's Risk Management Officer.

On February 9, 1988, the Long Beach City Council adopted the "City of Long Beach Disadvantaged, Minority and Women Owned Businesses Project". The MBE/WBE project is based solely on goals and encourages the use of disadvantaged, minority and women-owned businesses in all aspects of City contracting. Whenever possible, the selected Consultant should seek to accomplish these goals as well.

Statements of Qualifications should be submitted by 4:00 p.m., Monday, April 10, 2006, to:

**City of Long Beach
Attn: Johnny M. Vallejo
333 West Ocean Boulevard, 3rd Floor
Long Beach, CA 90802**

Re: Urban Design Services

For specific questions related to this RFQ, please contact Johnny M. Vallejo at (562) 570-6792 or at jovalle@longbeach.gov.